

HIGHLANDS RECREATION DISTRICT BOARD MEETING
Tuesday, May 14, 2013

Attendants:

BOARD-

Michelle McNeil (MM)
Jim Sell (JS)
Pam Merkadeau (PM)
Johanna Anton (JA)

Absent: Hal Carroll (HC)

STAFF-

Brigitte Shearer (BS)
Mike Koenig (MK)
Jeff Schwartz (JS)

CALL TO ORDER

The meeting was called to order at 7:02pm by Board Member MM

REVIEW AND APPROVAL OF THE MINUTES

Board Member JA moved (JS second) that the minutes of the April 9, 2013 Regular Board be approved. The motion passed unanimously. (HC absent)

INTRODUCTION OF GUESTS

Liesje Nicolas & Co. (left early)
Deputy Chaput (left early)

COMMUNICATIONS, ANNOUNCEMENTS & COMMENTS FROM THE AUDIENCE

Deputy Chaput reported on the status of the burglary and investigations. There have been no residential burglaries since arrests were made on 3/25.

MANAGER'S REPORT

A. Programming

- a. Pool – ADA lift installation is imminent. New guard chairs are in place. New deck furniture is included in the upcoming budget.
- b. EEC – EEC is actively seeking a new head teacher for the Chameleons room.
- c. ASP – ASP is doing well to meet the budget. Spring camp has been completed. Summer camp registration is 80% full. Sign ups are occurring earlier this year. Weeks 8-10 are full. Board Member JA noted that school enrollment is forecast to continue to grow, so HRD will continue to review registration procedures as needed.

d. Seasonal Programs. – Rentals and seasonal programs are doing well, although May classes were a bit slow. Classes with low enrollment are cancelled. Summer rentals are already being booked

B. Facilities & Grounds – Part time spring and summer help has been arranged. Crews have completed open space clearing and burns. PG&E will trim trees at Social Room and parking lot. Steve Risso, Maintenance Manager, has mastered the EEC building operation and will be documenting procedures for seasonal building adjustments and troubleshooting.

C. Administration - Payroll processing will be changing to avoid paying significant newly imposed County fees. Payroll change is anticipated to begin in June, if all paperwork is in place in time. Staff retreat was a success. Several new resident appreciation events were discussed, as well as capacity management, personnel management, etc. The bookmobile will come to the Rec on June 22nd from 9-10am. This event has already been well-received by the Senior community. A document shredding date is being scheduled at resident request. Elections will be held this November for two Board positions. Annual staff training will occur on June 2nd. A new format will be implemented to streamline the day and encourage interaction across departments. The HRD's more extensive draft use permit response will be available next week for review. The HRD is participating in the July 4th parade. Board members provided availability for a future strategy meeting.

COMMITTEE REPORTS

The Ad hoc budget committee met on May 1 to review the draft budget. The Personnel committee met on May 7 to discuss compensation goals and package offering for the coming budget year. Both committees will review updated drafts once additional information is incorporated.

FINANCIAL REPORT

The Rec. is at 83% of the proposed budget. The Board reviewed the financial report. The Rec will meet or exceed its budget goals this year.

UNFINISHED BUSINESS

A. Pool guard office – The Board rejected the current proposal as too expensive relative to the anticipated cost of the project. BS will continue discussions with DES Engineering and will also seek alternative architect options.

NEW BUSINESS

A. EEC Reserve Account – The Board discussed the establishment of the EEC Reserve Account. Board Member JA moved (JS second) that Resolution #2013-1 be passed to establish said account. The motion passed unanimously. (HC absent)

B. Draft budget review - Comments from both committee meetings were incorporated into the budget draft presented at the meeting. Board member JS commented that the HRD should continue to be fiscally prudent to ensure long term financial stability. Additional information will be incorporated into the final budget to be presented at the June Board meeting.

C. Upcoming meetings: June 11, July 9, August 13.

PAYMENT OF THE BILLS

Bills were passed for the Board's review and signatures. Board Member JA made a motion to approve expenditures (JS second) and the motion passed unanimously. (HC absent)

ADJOURNMENT

Board Member JA made a motion to adjourn the meeting (JS second) and the motion was passed unanimously. (HC absent) The meeting was adjourned at 8:34 pm

Respectfully submitted,

Brigitte Shearer